

Pollution Prevention Practices For Hotels & Resorts

www.deq.virginia.gov/p2/lodging



Hotels and other lodging facilities have literally dozens of opportunities to minimize their impact on the environment, just by making some simple, common-sense changes – and **almost all of them can save your facility money!!** Many facilities are already doing a lot of these, and don't even think of them as helping the environment. Take a few minutes to go through the items on this checklist and indicate any of the methods that you are already utilizing. Let us know what you are doing, and we will help you let your customers know about the good things you are doing for the environment. They don't need to know that you're saving money at the same time!

To Join. Simply **fill this out this checklist and mail/fax/email it** into the Virginia DEQ at the addresses below. **If you are doing the core activities, then you are "in" the Virginia Green Lodging program.** It's that easy! Your facility will also be considered part of the Commonwealth's larger **Virginia Green** initiative, and you will be listed on the Virginia Tourism Corporation's list (www.Virginia.org/green) of **Virginia Green** facilities.



Core Activities. These are the minimum expectations for all **Virginia Green Lodging participants**. **To qualify for Virginia Green, you must check all of the "Core Activities"**. We are flexible about each of these, however, so please feel free to contact us or include an explanation if for some reason you are unable to implement these.

Simply mark **(X)** any of the techniques that your facility uses:

___ **Optional Linen Service.** Sheets and towels are not automatically changed every day during your stay, thus decreasing usage of water, energy, and harmful detergents.

___ **Recycling.** Recycling is probably the most visible sign to your guests that your facility is **green**, and it can be one of the most difficult services to arrange. However, you must strive to at least provide **the opportunity for guests to recycle** cans, bottles, etc. In certain areas of the state, a comprehensive recycling program is simply not feasible. However, facilities should have a written explanation available of the recycling opportunities that they provide, and staff should be able to address this with guests.

___ **Water Conservation.** The facility must have a plan for conserving water that should consider water-saving faucets, showerheads, and toilets, leak detection, and an effective landscape watering plan.

___ **Energy Conservation.** The facility must have a plan in place that encourages the replacement of lighting and equipment to energy-efficient alternatives such as compact-fluorescent lighting, LED Exit signs, lighting sensors, efficient heating and cooling, and *EnergyStar*/energy-efficient computers and other equipment.

___ **Green Events Package.** The facility must offer a "green" or "environmentally-friendly" package for conferences, meetings, and other events. At a minimum, you must have be able to provide recycling at such events and be willing to work with "environmentally-aware" customers on other techniques to reduce wastes. For lots of ideas on Green Events, please see the fact-sheet on *Environmentally-Responsible Conferences, Meetings, and Events* at www.deq.virginia.gov/p2/lodging/eventplanning.html.

Lots of Other Great Ideas! Please tell us more about the great things you're doing. We will include these on the website. Simply mark (X) any of the techniques that apply to your facility.

Linen Service

- ☐ Train house cleaners on process for optional linen service
- ☐ Purchase water-efficient washers and dryers (www.Energystar.gov)
- ☐ Use non-phosphate, non-toxic, and biodegradable laundry detergents.
- ☐ Minimize the use of bleach and chlorinated chemicals are used only where there is no less toxic alternative, and only in minimal amounts.
- ☐ Use of linens service providers that employ "wet" versus "dry" cleaning

Recycling

- ☐ Glass
 - ☐ Aluminum Cans
 - ☐ Steel Cans
 - ☐ Composting of excess food
 - ☐ Grease Recycling
 - ☐ Plastic
 - ☐ Office Paper
 - ☐ Toner cartridges
 - ☐ Newspaper
 - ☐ Cardboard
 - ☐ Packing Supplies
 - ☐ Fluorescent Lamps (required by EPA-RCRA law)
 - ☐ Batteries (required by EPA-RCRA law for NiCd and Lead-Acid)
 - ☐ Electronics equipment – computers, etc (required by EPA-RCRA law)
 - ☐ OTHER: _____
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Waste Reduction

- ☐ Tracking overall waste bills

Rooms

- ☐ Bulk Soap Dispensers instead of individual soaps
- ☐ Fill up shampoo bottles
- ☐ Instruct housekeeping to save and reuse unopened items

Food & Conference Facilities

- ☐ Eliminate the use of Styrofoam
- ☐ Use Dishware and Glassware & Minimize use of Disposables
- ☐ Disposable containers made from:
 - ☐ bio-based materials
 - ☐ recycled content
 - ☐ compostable material
- ☐ Non-bleached napkins and coffee filters
- ☐ Provide condiments and cream and sugar, etc, in bulk
- ☐ Use of water pitchers that minimize use of single-use bottles
- ☐ Donation of excess food from events
- ☐ Effective food inventory control to minimize wastes
- ☐ Purchase locally grown produce and other foods
- ☐ Filtering of grease rather than recycling
- ☐ Organic- and "sustainably-grown" foods (<http://www.sustainabletable.org/issues>)

Office

- ☐ Purchase recycled-content paper-towels and toilet paper
- ☐ Encouraging suppliers to minimize packaging and other waste materials

- ___ Purchasing from vendors and service providers with a commitment to the environment
- ___ 2-sided copies / printing
- ___ Use electronic correspondence and forms
- ___ Purchase recycled content paper / toilet tissue
- ___ Using "Green" Cleaners (www.greenseal.org) that are dispensed in bulk
- ___ Installation of high-efficiency hand-dryers (www.cleanlink.com/sm/article.asp?id=2387)
- ___ Purchase of durable equipment and furniture
- ___ Purchase "low-VOC" carpets and fabrics

Maintenance

- ___ Use of reused building materials or those from sustainable sources
 - ___ Use of Latex Paint
 - ___ Reuse of paint thinners
 - ___ Proper recycling and/or disposal of thinners and solvents (required by EPA-RCRA)
 - ___ Preventative maintenance of all appliances, HVAC systems, plumbing, and vehicles
 - ___ Last-in/first-out inventory & effective labeling systems
 - ___ Less toxic materials
 - ___ Minimize use of pesticides and herbicides
 - ___ Use "integrated pest management" (IPM) - www.epa.gov/pesticides/factsheets/ipm.htm
 - ___ Other _____
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Water

- ___ Tracking overall water usage and wastewater
- ___ Preventative maintenance of drips and leaks
- ___ Water-flow metering to discover leaks and areas of high use
- ___ High efficiency dishwashers
- ___ Discouraging water-based cleanup (sweep first)
- ___ Microfiber technology mops
- ___ Low flow restrictors on faucets and showerheads
- ___ Low flow toilets or ___ Waterless urinals
- ___ Effective landscape management plan which utilizes drought tolerant species, metering and rain gauges, and minimizes lawn areas.
- ___ Rain gardens (www.dof.virginia.gov/rfb/rain-gardens.shtml)
- ___ Green roof development (www.greenroofs.com)
- ___ Cisterns and drip-line irrigation
- ___ Rain barrels (www.epa.gov/reg3esd1/garden/stormwater.htm)
- ___ Effective stormwater management
- ___ Minimization of impervious areas (paving, concrete, etc)
- ___ Vegetative buffers around streams and ponds

Energy

- ___ Tracking overall energy bills and set a numeric goal to reduce
- ___ Consider the pollution factor of your energy usage by using a pollution calculator, such as www.cleanerandgreener.org/resources/pollutioncalculator.htm
- ___ High efficiency compact fluorescent lightbulbs in all canned spotlights & in rooms
- ___ Install **LED Exit Signs** -- www.energystar.gov/ia/business/small_business/led_exitsigns_techsheet.pdf
- ___ High efficiency fluorescent ballasts and lamps (T-5's & T-8's)
- ___ Use of ceiling fans
- ___ High Efficiency Heating & Air Conditioning (HVAC)
- ___ Individual thermostats for each room
- ___ Use of natural lighting
- ___ Solar panels
- ___ Lighting sensors
- ___ Purchase of EnergyStar computers, appliances, etc. (www.energystar.gov)
- ___ Thermal-rated windows and insulation
- ___ Use of directional (downward-facing) lighting in parking areas and other outdoor areas
- ___ Design and operation of buildings that are "LEED" certified (www.usgbc.org)

☐ Purchase of "Green Tags" or "Renewable Energy Certificates" to offset the additional cost of using energy from renewable sources. (See www.green-e.org)
☐ Purchase fuel-efficient vehicles or ☐ Hybrids
☐ Other _____

Green Meetings/Conferences

☐ Inclusion of "green meetings/conferences" in marketing packages
(see fact sheet on "Environmentally-Responsible Conferences & Events" – www.deq.virginia.gov/p2/lodging/eventplanning.html).

Feel free to list any of these too: _____

OTHER Creative / Common-Sense Ideas – Let Us Know About Them!!

Please provide the following information:

Facility Name: _____

Address: _____

Website: _____

Contact Name: _____

E-Mail: _____ Phone: _____

Complete this checklist and send it to us at the address below or fax/email it.

Tom Griffin, Outreach Coordinator
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PO Box 1105 Richmond, VA 23240-1105
804-698-4545

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www.deq.virginia.gov/p2/lodging

We will use this information to generate a **Virginia Green Lodging** "profile" of your facility that will be added to the websites for **Virginia Green Lodging** (www.deq.virginia.gov/p2/lodging) and the larger **Virginia Green** (www.virginia.org/green). We will soon contact you to confirm your information, and we will then send you a **Virginia Green** Welcome Packet that will include a Virginia Green certificate and window decals for display at your facility. You are also free to use the Virginia Green logo on letterhead, marketing, and other materials; and we encourage you to link your website to your facility information.

Thank you for voluntarily committing to minimize your impact on the environment!!

